

POSITION DESCRIPTION FOR PROJECT MANAGEMENT SPECIALIST – AGRICULTURE (ACCRA)

BASIC FUNCTION OF POSITION

This position is located in the Economic Growth Office of USAID/Ghana. The Agriculture Specialist's primary responsibility is to serve as a technical advisor on all issues pertaining to agriculture and rural development. As such, the Agriculture Specialist provides expertise on reviewing and tracking the implementation status of the GOG development policies for agriculture and rural development writ large. This position is responsible for the design, planning, monitoring and evaluation of agriculture, rural development activities within the EG Office and is expected to provide input into forestry and fisheries programs as needed. The purpose of the Specialist position is to (a) serve as an advisor to the Mission on necessary policy reforms to promote agriculture growth (b) assist the Mission to develop assistance programs to improve agriculture in Ghana; (c) provide advice and counsel on necessary agriculture policy reforms; (d) perform analysis of agricultural issues; and (e) promote partnerships and joint ventures in the agricultural sector and USAID programs. The incumbent establishes a network with business associations, other donors and GOG agencies developing agricultural policy to keep abreast of agriculture related reforms.

USAID's Feed the Future Strategy in Ghana seeks to boost food security and nutrition by improving commercial agriculture and its links to small holders, improving the enabling environment to attract more investment, and creating wealth through better management of Ghana's agricultural and natural resources. The main function of this position is to provide leadership to the Mission to achieve this strategic vision in the agriculture sector. The incumbent will take an active, results-oriented role in promoting market-led agriculture policy reforms, improved strategic planning, improved quality and availability of agricultural data, and trends analysis in the agriculture sector. The incumbent will coordinate closely with members of the EG Office dealing in natural resource management, fisheries, and private sector development.

The incumbent will provide advice and counsel to the Mission Director and Deputy Director, the EG Office Director and Deputy Director, other Mission Office Directors and technical experts. In addition, the position is responsible for developing and maintaining comprehensive knowledge of current agriculture issues and model interventions and for establishing and maintaining professional working relationships with senior Government of Ghana (GOG) officials, local businesses, key implementing partners and local leaders, and other business professionals.

MAJOR DUTIES AND RESPONSIBILITIES

A. Advises Mission on Agriculture

1. Provides expert advice on agriculture development, production, transformation of agricultural products and improved provision of agricultural inputs to private farmers and enterprises. This includes advising USAID and partners on developing programs and contracts for agriculture related activities. In this context, liaises with other mission staff,

trade professionals and partners to ensure USAID agriculture programs are realistic and follow USAID regulations.

2. Researches and develops thorough analyses of opportunities and constraints to improve agriculture development from domestic or international sources. Follows closely current political, social and economic trends in Ghana and provides analysis on how these trends effect the development and implementation of the Mission's agriculture programs. This includes preparing analytical reports on agriculture trends in production, sales, exports, access to credit and rural infrastructure within Ghana's political, economic and social context.
3. Maintains close contact with GOG and other actors active in agriculture and rural development. Gathers both published and raw data on agriculture from a wide variety of sources both nationally and internationally. Maintains up to date, accurate information on trends, opportunities, international businesses active in the agriculture sector in Ghana, and key international and regional players in the sector.
4. Provides expert advice and counsel on Ghanaian agriculture policies and related international agreements or conventions. Provides analysis and proposes policy reforms to the mission and partners including effective means to promote policy changes.
5. Provides expert advice on the development, procurement and monitoring of public-partnerships within the missions agriculture activities and to the GOG.

B. Management of Mission Agriculture activities

1. Serves as Contracting or Assistance Officer Representative (AOR/COR) for Mission contract and grant activities promoting agriculture and rural development which include constantly monitoring and evaluation program performance and financial oversight of programs managed under his/her supervision. Provides technical guidance to contractors and grantees within the scope of the grant agreements. Accepts deliverables from contractors on behalf of the mission.
2. Assists USAID's liaison with donors group on rural development and agriculture, preparing necessary documents, presenting USAID's positions at meetings, and briefing USAID management on issues and discussions.
3. Maintains active dialogue with other donor programs, local organizations, and various GOG offices on agriculture, building contacts to facilitate dissemination of information and coordination of activities.
4. Identifies and facilitate public/private partnerships and/or global development alliances that improve agriculture development. Assists in the development of loan guarantee programs in support of other USAID programs through the Development Credit Authority and other mechanisms.
5. Works with Mission personnel and partners on agriculture policy reforms, coordinating closely with USAID Staff, donor organizations, GOG officials, and the private sector.

6. Contributes to regular reporting requirements such as field trip reports, quarterly accruals, procurement obligations and pipeline reviews and the semi-annual portfolio reviews.
7. Works closely with Mission monitoring and evaluation specialists and implementing partners to develop results frameworks for economic growth contract and grant activities and track and evaluation results achievement. Analyzes data and results needs to confirm their continuing validity. Takes a lead role in developing performance information for annual results reporting to AID/W. Conducts analysis of program performance and recommends changes in strategic and/or implementation approaches as required.

C. Coordinates Mission Agriculture Activities with Partners, Donors, and the GOG

1. Maintains contacts with a variety USAID/Washington staff to keep abreast of current developments and successful interventions. Liaises with the Economic and Commercial Officer in the US Embassy to maintain up to date knowledge of US investors, or potential investors in Ghana.
2. Responds to periodic requests from partners, USAID/Washington, the GOG and other donors on USAID's agriculture programs, activities and results.
3. Actively cultivates and maintains professional relationships, partnerships and joint ventures with partners, traders, donors and the GOG to improve agriculture. Develops and maintains an extensive range of contacts with representatives of the Ghanaian public and private sectors involved in agricultural development.

REQUIRED QUALIFICATIONS/SELECTIN CRITERA

- A. **Education:** A Master's degree in agriculture, forestry, soil science, resource economics closely related field is required.
- B. **Prior Work Experience:** Five years of prior work experience in the agriculture and rural development sector required.
- C. **Language Proficiency: Refined oral presentation and writing skills that allow employee to make effective presentations and development relationships with partners.** Level IV proficiency in spoken and written English is required for this position.
- D. **Knowledge:** Thorough knowledge of development theory and programming in general and Agriculture programming in particular; comprehensive knowledge of agriculture programs and policies, agricultural trade and food policies, land tenure and macro-economic, legal and policy framework of the GOG, specifically as it is related to Agriculture development. Broad knowledge of current political, social, economic and strategic factors in Ghana and an excellent understanding of the complexity of Ghana organizational structure, bureaucracy and the reform processes which are on-going. Considerable familiarity with approaches and goals of development organizations and other partners and their approaches to Agriculture programs. Must have an understanding of the changing direction of the Agriculture sector in Ghana.

- E. **Skills and Abilities:** Monitors program activities and results achievements. Prepares scopes of work for technical studies and technical assistance activities. Reviews quarterly and technical reports and work plans. Prepares written and oral briefs for Mission management and GOG officials on progress. Represents USAID in meetings with GOG officials and local partners, and at various workshops and conferences. Prepares oral presentations and written documents as necessary for meetings. Prepares notes of meetings, highlighting key issues for Mission management.